

RANDOLPH COUNTY PURCHASING OFFICE

725 McDowell Road
Asheboro, North Carolina 27205
Tel: (336) 318-6304
Fax: (336) 736-7945

REQUEST FOR PROPOSAL

Bid# 15-0225

FOR

VIDEO ARRAIGNMENT SYSTEM

For

The Randolph County Courthouse
176 East Salisbury Street
Asheboro, NC 27203

~ AND ~

Randolph County Jail
190 New Century Drive
Asheboro, NC 27205

Issued on: Wednesday, February 25, 2015

**Deadline: Tuesday, March 31, 2015, 11:00 AM EST
as determined by cellphone network time**

NOTICE TO VENDORS

Pursuant to General Statutes of North Carolina Section 143-129.8 as amended, proposals will be received by the Randolph County Purchasing Officer for the following:

RANDOLPH COUNTY VIDEO ARRAIGNMENT SYSTEM

Randolph County is requesting proposals from qualified Video Arraignment System Design and Installation Contractors to provide a video arraignment system for the Randolph County Courthouse located at 176 East Salisbury Street, Asheboro, North Carolina 27203 and for the Randolph County Jail located at 190 New Century Drive, Asheboro, North Carolina 27205. The proposal submitted in response to this RFP will include various combinations of equipment for each space and all associated design, installation, materials, labor and training required for a complete turn-key system.

All proposers must return a completed proposal by **Tuesday, March 31th, 2015 at 11:00 AM EST as determined by cellphone network time.**

A mandatory pre-bid walk-through of the courthouse and Jail will be on Monday, March 16, 2015 at 8:15 AM beginning at the Randolph County Courthouse and proceeding to the Randolph County Jail. All inquiries for information concerning mandatory walk-through, Proposals, Bid Submission Requirements or Procurement Procedures shall be directed to (in writing):

Randolph County Purchasing Office
ATTN: Lisa Garner, Purchasing Officer
725 McDowell Rd
Asheboro, NC 27205
lisa.garner@randolphcountync.gov

Phone: (336) 318-6304
Fax: (336) 636-7568

Sealed proposals should be mailed or hand delivered to the department shown above, marked as "Video Arraignment System Bid # 15-0225". It is the sole responsibility of the Bidder to ensure that their bid reaches the Purchasing Office by the designated date and hour indicated above.

Randolph County reserves the right to award in whole, or in part, and to accept or reject any or all proposals, to waive any technicalities or irregularities and to award to the vendor that has the best overall proposal as determined by Randolph County.

Issuing Office and Inquiries

This Request for Proposal (RFP) is issued by the Randolph County Purchasing Office on behalf of Randolph County. Any inquiries, clarifications, or interpretations regarding this RFP should be directed in writing to:

Lisa Garner
Purchasing Officer
Randolph County Government
725 McDowell Road
Asheboro, NC 27205
(336) 318-6304
lisa.garner@randolphcountync.gov

Responses to inquiries that affect the content of this RFP will be provided in writing to all recipients of the RFP through an addendum that will be posted on the County website, <http://www.co.randolph.nc.us/purchasing/bid.htm>. It is the responsibility of each vendor to inquire about any aspect of the RFP that is not fully understood or is believed to be susceptible to more than one interpretation. **A mandatory pre-bid walk-through of the courthouse and jail will be on Monday, March 16, 2015 at 8:15 AM beginning at the Randolph County Courthouse and proceeding to the Randolph County Jail. No proposals will be accepted from vendors who fail to attend the walk-through. The County will accept only written inquiries regarding the RFP until Wednesday, March 18, 2015 at 4:00 P.M.** All times listed are understood to be Eastern Standard Time as determined by cellphone network time unless otherwise noted. The County's interpretation of the RFP shall be controlling in all cases.

Important Dates

Issue Date:	Wednesday, February 25, 2015
Date of Mandatory Walk-through	Monday, March 16, 2015 at 8:15 AM beginning at the Randolph County Courthouse and proceeding to the Randolph County Jail
Final Date for Written Questions:	Wednesday, March 18, 2015 by 4:00 PM
Final Date for Addenda Posting:	Monday, March 23, 2015 by 5 PM
Deadline for Submitting Proposals:	Tuesday, March 31, 2015 at 11:00 AM
Anticipated Award Date (tentative):	Monday, May 4, 2015

Scope of Project

Randolph County is seeking proposals to provide a Video Arraignment System for use with its court system. The Court Video Arraignment System will involve:

Option #1 (Courtrooms 1A & 4A and Jail)

2 (two) courtrooms in the Randolph County Courthouse that **currently have** video capabilities

1 (one) room in the secured inmate area of the Randolph County Jail that **currently has** video capabilities

Option #2 (Additional Courtroom – 3B)

Additional cost of 1 (one) courtroom in the Randolph County Courthouse that **does not** currently have video capabilities

The purpose of this system is to provide a secure, two-way audio and video transmission to conduct remote court proceedings between an inmate and the judicial system. The County currently has an outdated video arraignment system that is still operational.

The Randolph County Courthouse is located at 176 East Salisbury Street, Asheboro, NC 27203. The Randolph County Jail is located at 190 New Century Drive, Asheboro, NC 27205

The successful proposer will provide a system based on the North Carolina Administrative Office of the Courts guidelines that are part of this request for proposals (Exhibit A). The courtroom location will contain the presiding Judge. Others present may include defense attorney, prosecuting attorney and the general public. The inmate location will contain the inmate and possibly Randolph County Jail staff. The successful proposer solution will provide system concept, core hardware components, necessary software, installation, implementation, training and warranty on items provided.

The County has in place and will provide a dedicated, private pair of single mode fiber between the telephone room located at the courthouse and the telephone room located at the jail. The county will provide any network switches, data and power wiring as required in each courtroom and the jail for the selected vendor solution. The vendor is responsible for any specific audio and video wiring to each courtroom and the jail. The County will also provide a telephone link to allow confidential communication between defendant and attorney. The degree of security for this telephone link would be that found on common phone lines used in society.

The system will be designed to allow video calls to be initiated and terminated from the Judge's station in the courtroom. When a call is placed from the Judge's station in the courtroom to the inmate, the inmate will see the Judge, prosecuting attorney and defense attorney in a split screen format on the jail station monitor and communicate verbally via the jail station equipment. The Judge's station and the courtroom mounted monitors will display the inmate. The audio from the inmate will be broadcast via ceiling speakers in the courtroom utilizing the existing courtroom sound system. The Judge, prosecuting attorney and defense attorney will each have a dedicated camera to transmit their video and a desktop microphone for their audio.

At a minimum, equipment and interfaces to be provided by the vendor for each courtroom:

Option #1 (Courtrooms 1A & 4A and Jail)

- Three (3) permanently mounted cameras per courtroom. The Judge, prosecuting attorney and defense attorney will each have a dedicated camera to transmit their video.
- Three (3) gooseneck desktop microphones and connection to existing audio amplification devices per courtroom. The Judge, prosecuting attorney and defense attorney will each have a dedicated microphone to transmit their audio.
- Two (2) mounted LCD/LED 42" monitors per courtroom. One monitor will be wall or ceiling mounted. The second monitor will be located in the front monitor cabinet.
- One (1) 15" Monitor at presiding Judge's bench with touch control panel per courtroom
- Replace existing ceiling mounted speakers
 - Courtroom 1A – 16 speakers
 - Courtroom 4A – 13 speakers
- Electronic device capable of combining audio and video from each location in a secure, real-time experience free of lags and delays per courtroom
- UPS backups per courtroom
- Vendor is responsible for any specific audio and video wiring per courtroom

At a minimum, equipment and interfaces to be provided by the vendor for jail:

- One (1) camera mounted in secure cabinet
- One (1) 19" flat panel monitor mounted in secure cabinet
- One (1) audio system mounted with speaker in secure cabinet
- UPS backup
- Vendor is responsible for any specific audio and video wiring

At a minimum, equipment and interfaces to be provided by the vendor for below courtroom:

Option #2 (Additional Courtroom – 3B)

- Three (3) permanently mounted cameras. The Judge, prosecuting attorney and defense attorney will each have a dedicated camera to transmit their video.
- Three (3) gooseneck desktop microphones and connection to existing audio amplification devices. The Judge, prosecuting attorney and defense attorney will each have a dedicated microphone to transmit their audio.
- Two (2) mounted LCD/LED 42" monitors. One monitor will be wall or ceiling mounted. The second monitor will be located in the front monitor cabinet.
- One (1) 15" Monitor at presiding Judge's bench with touch control panel
- Replace existing nine (9) Ceiling mounted speakers
- Electronic device capable of combining audio and video from each location in a secure, real-time experience free of lags and delays
- UPS backups
- Vendor is responsible for any specific audio and video wiring

Proposal must contain:

- System concept and general solution
- Installation
- Hardware item list, locations and pricing
- Software item list, locations and pricing
- Training to be provided
- Warranty period of hardware, software and installation
- Total price per courtroom which includes hardware, software, labor and supplies

- Total price for Jail location which includes hardware, software, labor and supplies
- Estimated timeline for installation from date of notice to proceed

The County will provide the following equipment for each courtroom:

- Assisted Listening System
- Privacy Phone

The County will provide the following equipment for the Jail:

- Privacy Phone

General Information:

1. The contract shall begin on the date of award by the Randolph County Board of Commissioners and all work shall begin within 20 days of notice to proceed.
2. Invoice(s) shall be billed to the following:

Lisa Garner
725 McDowell Road
Asheboro, NC 27205

3. If the project is approved and funded it is the intent of Randolph County to award the contract to the vendor that submits the best overall proposal as determined by the County. The County reserves the right to determine the best overall proposal based on the following factors listed below, said factors listed in no particular order. (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the proposer, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value (h) Service response time (i) attendance in pre-bid walk through.
4. The contract shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this contract.
5. Addenda to these conditions and/or specifications shall be made in writing. Information provided verbally outside the bid specifications shall not be binding. It is the responsibility of the Vendor to periodically check the County's website at <http://www.co.randolph.nc.us/purchasing/bid.htm> before submitting a bid to obtain any addenda that have been issued. Each proposer is responsible for determining that all addenda issued by the Randolph County Purchasing Office have been received before submitting a proposal (**Part II, Page 8**).
6. Proposers shall attach to the BID FORM certificates issued by its insurance carrier evidencing insurance coverage. The proposer shall maintain such insurance coverage throughout the contract. (**Part III, Page 8**)
7. At least three recent references, preferably in North Carolina are required and shall be indicated on the BID FORM. Randolph County may request additional evidence of the proposer's experience, qualifications, ability, products, and financial standing and the proposer shall be prepared to provide such evidence. (**Part V, Page 8**)
8. Randolph County intends to contract with the successful proposer. The successful proposer shall be the prime contractor and shall be solely responsible for all contractual performance.

9. Each proposer shall perform his/her own evaluation and due diligence verification of all information and data provided by the County. The County makes no representation or warranties regarding any information or data provided by the County.
10. The contractor shall comply with all state, federal, or local laws, ordinances, codes rules, or regulations bearing on the conduct of work including equal opportunity employment laws, OSHA regulations, minimum wage and hour regulations as set forth in the Fair Labor Standards Act, and National Fire Protection Association regulations. The proposer shall be responsible for verification for any of its employee's eligibility to legally work in the United States. Randolph County is a drug-free workplace.
11. The contractor shall be responsible for any damage to and/or loss of the County's equipment and/or facilities arising out of an act or omission of the proposer's employees.
12. The deliverables shall be accepted by the County when (1) the deliverables have been delivered, installed and made ready for use at the County's site in accordance with the installation and operating specifications; (2) The County has tested the deliverables and the deliverables have passed testing; (3) The County's staff have received system documentation and training; (4) The County agrees that deliverables meet or exceed the specifications and those contained in the scope of work and order concerning performance and capabilities of the deliverables.
13. Once the deliverables are installed in the County's premises as specified herein with regard to the Final Installation Date, the Contractor shall notify the Project Manager in writing that the deliverables as specified have been installed in good working order and ready for use, that the modifications or enhancements are completed as defined and specified herein, are in good working order, ready for use, and to the best of the Contractor's knowledge is one hundred percent operational and that the deliverables as installed is ready for testing. At that point, the County shall have fifteen (15) working days to perform and complete acceptance testing on-site. If the deliverables as installed and represented passes such testing, the County shall so notify the Contractor in writing termed the Certificate of Acceptance.
 - 13.1.1 If the deliverables as installed fails to pass such testing, the County shall notify the Contractor in writing and the Contractor shall then have ten (10) working days to correct any failure. The Contractor shall then certify to the County that the failure has been corrected and the County shall have five (5) working days for additional testing at which time the County shall supply the Certificate of Acceptance if the deliverables passes testing.
 - 13.1.2 If the deliverables fails testing twice, at the County's option: (1) the correction period may be extended as agreed by the parties; or (2) The County may terminate the Agreement, return the specifications, product and documentation to the Contractor and the Contractor will refund to the County any payments previously given to the Contractor for the deliverables and modifications or enhancement pursuant to the Agreement.
14. Upon completion of this contract by the Contractor and acceptance by the County as being in accordance with this proposal, the County shall pay the contract amount within 20 days of the date of invoice.

PART I: Proposal

Please submit the total proposal amount for a turn-key system. **A detailed list should be attached for each location.**

Option #1 - Two Courtrooms (1A& 4A and Jail)	\$
Yearly Maintenance – Annual Amount (2 Courtrooms & Jail)	\$
Option #2 – One Additional Courtroom (3B)	\$
Yearly Maintenance – Annual Amount (3 Courtrooms & Jail)	\$

PART II: Addenda Acknowledgements (if applicable)

Each proposer is responsible for determining that all addenda(s) issued by the Randolph County Purchasing Officer have been received before submitting a proposal.

Addenda	Date Issued	Date Proposer Received
"A"		
"B"		
"C"		

PART III: Certificate of Insurance attached Yes No

Part IV: Service response time within _____ hours.

PART V: References

Provide at least three (3) references

Company Name	Contact Name	Phone Number

PART VI: Submitted by

Company Name	
Company Address	
Telephone	Fax
Representative (print name)	
Signature of Representative	
Email Address	
Date Submitted	

EXHIBIT A

GUIDELINES FOR PROCEDURE AND EQUIPMENT TO BE USED IN TWO WAY AUDIO/VIDEO PROCEEDINGS

12-16-93

G.S.15A-532, 601 and 941 authorize the use of two way audio/video transmission to conduct proceedings to determine conditions for release of defendants, first appearance hearings, and arraignments. The procedures and type of equipment planned for such audio/video hearings are required to be submitted to the Administrative Office of the Courts (AOC) for advance approval. Provided below are the minimum guidelines the AOC shall follow in deciding on the acceptability of proposed procedures and equipment.

1. Live Communication: Any audio/video system must allow for participants to freely communicate as though they were all in the same room. Any delays in the transmission of the audio/video signals must be brief enough so that they are not apparent to the participants.
2. Confidential Communication Between Defendant and Attorney: Where the defendant is represented by counsel any audio/video system shall allow for confidential communication between them throughout the proceeding. To insure such confidential communications the following minimum standards must be met.
 - a. The video room in which the defendant is held during these proceedings shall be designed to assure confidential communications with counsel.
 - b. A telephone line between the defendant in the holding facility and the attorney in the courtroom must be provided and must be reasonably secure from electronic eaves dropping. The degree of security necessary would be that found on common phone lines used throughout society.
 - c. This telephone link shall be designed to prevent any privileged conversation from being able to be overheard or recorded by the general purpose recording devices which are part of the over all audio/video system.

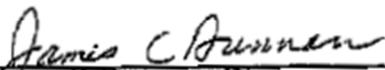
Specific measures to insure the confidentiality of privileged conversations shall be approved by the AOC.
3. Parties to be included on System: At all proceedings in which the audio/video system is used the voices of the judge, prosecutor, defendant, defense attorney and witnesses must be audible to all participants at all times except for privileged communication between defendant and defense attorney. The video image of each participant must be shown on the system monitors whenever they are speaking.

EXHIBIT A (cont'd)

Where two or more parties speak at the same time the video picture should show the person which began speaking first as long as that person continues to speak. Then the picture can switch to another speaker.

4. Quality of Audio/Video System: Both the audio and video output of the system should be of such quality that when heard or viewed by an average member of the community they would be considered comparable to what is routinely experienced on commercial television.
5. Equipment: A microphone and camera must be situated to be able to broadcast words and images of each of the parties to the proceedings. Parties include the judge, the prosecutor, the defendant, the defense counsel and any witnesses. The system must also have at a minimum three monitors, one at the judges bench, another in the jail video room and the third positioned to be viewed by the other parties in the proceeding and the public.

Officially Adopted, Effective
December 16, 1993



James C. Drennan, Director
Administrative Office of the Courts